

# Rock County Drug Court Treatment Program

Participant Manual



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## Contact Information

### For More Information Call

Sergeant Jay Williams  
(608) 757-8018

### Case Management and Treatment Services

Rock County Human Services  
303 W. Court Street  
(608) 743-2258 - Office  
(608) 741-5219 - FAX

### Overhealth Testing Facilities

Janesville: 20 S. Main St. Suit #5  
Beloit: 64 Eclipse Boulevard



## Mission Statement

The mission of the Rock County Drug Court is to improve the overall quality of life in our community by providing a court-supervised program for substance dependent offenders that will enhance public safety, reduce crime, hold offenders accountable, reduce costs to our community, and ultimately transform these offenders into positive, contributing members of our community.



## Drug Court Proceedings

The Drug Court Calendar is a priority and will be a specialized, separate docket, operating on an as needed basis, and dedicated to the evaluation, treatment and supervision of eligible offenders. The Drug Court shall be held on Thursday, except as ordered by the Court.

Court proceedings begin at 8:00 am. All Drug Court participants must be in attendance at that time, unless otherwise excused by the Drug Court Judge or the Drug Court Case Manager.

At the staffing prior to court, the Drug Court Team will advise the Drug Court Judge on the progress of each Drug Court Participant. During each Drug Court Hearing, the Drug Court Judge will discuss the progress he/she is making with each Drug Court Participant. Incentives and sanctions may be imposed for behaviors in or out of compliance with the Drug Court rules.



## Summary of Program Rules cont.

- ♦ Do not go into places that primarily serve alcoholic beverages. You must stay away from environments that may trigger relapse. Alcoholic beverages are a known trigger. Your presence in establishments that serve alcohol puts your future at risk!  
**\* Exceptions may be made at the discretion of the Drug Court Team. \***
- ♦ Do attend all ordered treatment sessions. This may include individual and group counseling, educational sessions, and community support meetings.
- ♦ Do Notify any doctor, dentist, ER, hospital or medical clinic providing treatment that you are a recovering addict and may not take narcotic or addictive medications or drugs.
- ♦ Do provide Drug Court staff with current address, phone number and contact information during the program.
- ♦ Do not engage in sexual or romantic relations with other participants.
- ♦ Do take medications as prescribed by Drug Court doctor and/or by an attending physician (if approved by Drug Court team).

## Summary of Program Rules

Drug Court participants will be required to abide by the following rules. Requirements of the program may change from time to time to ensure the program adheres to best and evidence-based practices for treatment courts. Such changes will be discussed with the participants.

- ♦ Do not use or possess any drugs or alcohol. Sobriety is the primary focus of this program. This includes mood altering prescription drugs, i.e., benzodiazepines (Valium, Xanax, etc.); opiates (Tylenol 3, Percocet, Darvocet, etc.); and narcotics (morphine, etc.) This also includes mouth wash, cough medication, and other over the counter medications. Do not use any product containing alcohol. Use of any of these substances may result in sanctions and continued use may result in being discharged from the program. You must report any use immediately to the Drug Court Case Manager. This includes all prescription drugs and over-the-counter medications.
- ♦ Do not consume other mind altering substances – this includes synthetic marijuana, bath salts, etc.
- ♦ Do not associate with people who use or possess drugs. Do not be present while drugs or alcohol are being used by others.
- ♦ Do report police contact of any sort within 24 hours to Drug Court staff.

## Drug Court Hearing Rules and Expectations

- **NO** cell phones shall be permitted. Phones may be confiscated if they make noise during court proceedings.
- Minor children will not be permitted, unless prior approval is given by the Court.
- Be on time.
- Dress appropriately – Attire shall **NOT** include tank tops, halter tops, hats, sunglasses or excessively baggy clothing. Shorts and skirts are expected to be of reasonable length. Additionally, **NO** clothing that displays offensive language; advertising alcohol or other drugs will be permitted.
- Act appropriately – loud and boisterous behavior is unacceptable. Talking should be minimal.
- Speak clearly and directly to the Court.
- Attend all court sessions as ordered – failure to appear will result in a warrant being issued.
- Remain attentive during court proceedings.

## Drug Court Team

- Drug Court Judge Barbara McCrory
- Assistant District Attorney Cheniqua White
- State Public Defender's Office Kelly Mattingly
- Rock County Sheriff's Office Sgt. Jay Williams
- Rock County Human Services-Treatment Services
- WI Dept. of Corrections, Probation & Parole

## Incentives & Sanctions Used by the Court

### Incentives -

When clients are in compliance with the rules of the Drug Court program, they will receive incentives to recognize positive progress.



### Examples of Positive Incentives

- Praise from the Judge
- Gift Certificates/Gift Cards
- Fishbowl
- Certificates of recognition and/or completion
- Permission for Special Events
- Bus Tokens
- Approval for travel
- Excused Court Appearance
- Applause/Special Recognition
- Phase Advancement
- Early Dismissal from Court



## Drug Court Participant General Information

Participants are referred through a “Drug Court” contract – a written agreement between the referred participant, their attorney and the District Attorney’s Office. This contract may specify that current pending charge(s) may be dismissed, significantly reduced or other sentencing concessions made upon successful completion of this program. enrollment is voluntary. Participants may also enter Drug Court as an Alternative to Revocation (ATR) through the Department of Corrections.

Treatment will be individualized based on various criminogenic and clinical assessments. Programs include, AODA and MRT groups, as well as Anger Management and Trauma Intervention groups, if needed. Clients will be required to attend groups as well as meet with his/her case manager for individual counseling sessions. To assist participants further, we may make referrals for employment, housing, education or other specialized needs.

If clients are employed, attempts will be made to schedule classes and case management meetings around work hours.

Throughout the program it is the client’s responsibility to obtain suitable transportation to and from the office on a daily basis, Monday through Sunday.



Clients will be required to attend and be on time for all groups, scheduled drug tests, treatment sessions and Court appearances. Failure to comply may result in sanctions.

Case management may occur at the Drug Court office, the participant’s home or in the community.

## Termination Criteria & Voluntary Removal

### AUTOMATIC TERMINATION

Failure to complete the Global Appraisal of Individual Needs (GAIN) Assessment within 30 days of entry into the program, or absconding from the program for 30 days or more, are grounds for automatic termination from the program and do not require a hearing.



### VOLUNTARY REMOVAL

A Drug Court participant will **not** have the option to quit the Drug Court Program. Successful completion of, or expulsion from the Drug Court Program are the only two acceptable way to leave the Drug Court Program.

**Sanctions** - Any violation of the rules may result in the immediate imposition of sanctions as determined by the Drug Court Judge. Sanctions may be different for each participant, even when circumstances seem to be similar. Each person has different needs and concerns. It is the goal of the Drug Court team to utilize tools, which help each individual attain recovery.

### **Sanctions may be imposed for:**

- |  |  |
|--|--|
| ♦ Using alcohol or controlled substances | ♦ Failing to report any medications (prescribed or over-the-counter) |
| ♦ Missing Court                          | ♦ New Arrest   |
| ♦ Missing drug test                      | ♦ Dishonesty   |
| ♦ Missing Treatment                      | ♦ Failing to report police contact                                   |
| ♦ Missing Case Management meeting        | ♦ Other violations as determined by Drug Court team                  |
| ♦ Missing “check-in”                     |  |
| ♦ Not following program rules            |  |

### **Examples of Sanctions or other treatment responses**

- |                              |   |
|------------------------------|---|
| • Verbal Warning from Judge  | • Imposed or Increased Community Support Attendance |
| • Imposed Curfew             | • Increased Court Appearances                       |
| • Increased Reporting        | • Electronic Monitoring                             |
| • Writing Assignment/Project | • Imposition of Jail Time                           |
| • Presentation to the Court  | • Termination                                       |
| • Community Service          |   |
| • Increased Time in Phase    |   |
| • Extension in program       |   |

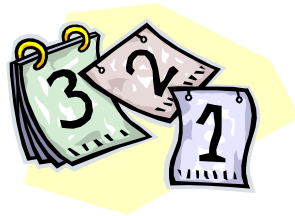




## Program Structure & Fees

### Structure

Drug Court treatment is designed to last **no less than 14 months**. Client progress is assessed on a case-by-case basis by the Drug Court Team.



The Drug Court program consists of 5 phases. Drug testing (including breathalyzer tests), “check-ins” at the office, case manager meetings, and court appearances take place through all phases. Case and treatment plans are created and continually re-assessed on an individual level and the flow through the phases are tailored to each individual.

### Fee Schedule

In order to participate in Drug Court, there is a program fee of \$100.00 upon entry and \$10.00 per week thereafter. (Fees waived for DOC clients-paid by DOC)



## Termination Procedure

Throughout the termination process, the participant will have the following rights:

- To be represented by an attorney. If the participant does not have an attorney, one will be appointed by the State Public Defender’s Office subject to its eligibility criteria.
- To written notice of the alleged violations prompting the termination hearing.
- To disclosure of the evidence against the participant.
- To present evidence and to testify at the hearing.
- To call witnesses and to confront and cross examine any adverse witnesses.
- The decision of a neutral judge setting forth his/her findings, the evidence relied upon and the reason for the decision.

At the hearing, the State will have the burden of showing, by a preponderance of the evidence, that the participant has violated the terms of his/her Drug court contract and that termination is appropriate.

The participant may stipulate to any or all of the violations without waiving the right to contest the termination itself.

The participant may also waive the right to the termination hearing in its entirety.

If the participant chooses to stipulate to a violation or to waive his/her right to the termination hearing, the Court will engage the participant in a discussion, while on the record, designed to ensure the Court that the participant is making a knowing and voluntary stipulation or waiver. Said stipulation and/or waiver will occur before an uninvolved Judge.





## Termination Criteria

A Drug Court Participant may be terminated from the Drug Court Program for the following:

- ◆ Evidence the participant is involved with selling drugs
- ◆ New arrest
- ◆ Violent offenses
- ◆ Tampering with drug tests
- ◆ Exhibiting threatening behaviors/violence
- ◆ Pattern of non-compliance
- ◆ Abandonment of the Drug Court Program
- ◆ A determination by the Drug Court Team that the participant is unable to benefit positively from any further treatment/continuation in the Drug Court Program and the continuation would undermine the ability of other Drug Court Participants to succeed in the program.
- ◆ Any other grounds that the Drug Court team finds sufficient for expulsion.

If the Drug Court Team determines a participant should be terminated from the program, the State will file a Notice and Motion to Terminate from Drug Court. The motion will set forth the Team's reasons for seeking termination and will be scheduled for hearing before a judge who is not currently assigned to preside over Drug Court.



## Check-Ins

Participants are required to “check-in” at the Drug Court office throughout all phases. A “check-in” consists of coming into the office and making contact with a staff member.

During the “check-in” clients will sign the daily sign-in sheet, and possibly meet with their individual case manager. If a client is on medication that requires counting or observation, this may also be done during the “check-in.”

A “check-in” can take a few minutes or an hour or more, depending on the needs of the client. As participants progress through the program, the frequency of “check-ins” will be lessened but will still be considered mandatory throughout all levels of supervision.

The office is open from **9:00 a.m. to 7:00 p.m., Monday through Friday** and **10:00 a.m. to 2:00 p.m. Saturday.**

**\*Photo I.D. is required for all medication counts\***



## Averhealth Testing Protocol

Upon admission to the program, clients are assigned a Personal Identification Number for random drug testing with averhealth, and will be directed to go to the Janesville averhealth office to complete an orientation. Clients will be asked to bring their insurance card to this orientation.

All urine drug screening is observed by same-sex staff members and follows a specific protocol designed to prevent tampering of the test. If a participant is not able to complete the urine analysis test in time, the test will be considered a “missed” test. If a test is returned with a low creatinine level, it is considered a dilute test and an attempt to tamper with the testing.

**A missed test, dilute test, or being unable to provide a sample is considered a positive test and may result in a sanction and/or delay in phasing.**

### Testing Procedure

Clients will call **608-713-8034** every day between the hours of 8AM and 6PM, including weekends and holidays.

Clients are required to listen to the entire message until they hear the confirmation number at the end. It may be a good idea to record this confirmation number in a secure location.

If the client is called to test, then the client needs to report during the drug testing times for their random drug test.

Clients will be required to bring an ID, and proof of any prescriptions.

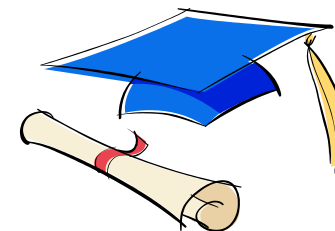


## Graduation Criteria

In order to be eligible for graduation a participants must complete a minimum of fourteen (14) months in the program and the following expectations must be met:

- Attained individual treatment goals, jointly developed and refined by Drug Court staff and the client.
- Compliant with supervision.
- Engaged in treatment.
- Maintain pro-social activities and recovery network.
- Maintain employment/vocational training/school.
- Identified necessary ancillary services.
- Remained drug and alcohol free for a minimum of 3 months.
- No missed drug tests for a minimum of 3 months.
- No missed treatment, “check-ins” or case management meetings for a minimum of 3 months (waiver may be granted depending on circumstances).
- Completed a minimum of 3 months in phase 5.
- Completed primary course of treatment.
- Able to articulate continuing care plan.
- Fulfilled any additional conditions set by the Court or Case Manager.
- Completed application for graduation.

***\*\* A graduation ceremony will take place at the participant’s final drug court session. Family members, friends, sponsors, and other supportive individuals are encouraged to attend the graduation ceremony.***



## Treatment Phases

### Phase 5– Continuing Care (90 days)

- Minimum of court once per month
- Engaged in treatment
- Comply with supervision
- Review case plan
- Case management meetings as needed
- Home visits as needed
- 2 sign ins per week
- Complete all treatment programs
- Develop continuing care plan
- Maintain recovery network
- Random Drug testing
- Maintain housing
- Address financial issues
- Address medical issues
- Maintain employment, vocational training, or school
- Demonstrate changing people, places, and things.
- Maintain 3 pro-social activities per week
- Complete any other obligations set forth by the case manager or court.

*Please note, in order to progress to each phase, and application must be filled out by the participant and approved by the team prior to being eligible to phase.*

## averhealth Testing Protocol

It is the client's responsibility to call in daily during the designated times and to know if they must test that day.

You must pay attention to the PIN you enter and listen all the way until you hear the confirmation number at the end of the message.

It is the client's responsibility to inform their individual case manager AND averhealth collectors of use PRIOR to test results. Failure to do so will be considered an issue of honesty.

### Weekday Testing

#### MONDAY THROUGH FRIDAY

Janesville testing at 20 S. Main Street Suite #5: 12:00 pm to 7:00 pm

Beloit testing at 64 Eclipse Boulevard: 10:00 am to 11:00 am

### Weekend and Holiday Testing:

#### SATURDAY, SUNDAY, & HOLIDAYS

Janesville testing at 20 S. Main Street Suite #5: 9:00 am to 10:00 am

Beloit testing at 64 Eclipse Boulevard: 11:00 am to 12:00 pm



## Treatment Phases

### Phase 1– Acute Stabilization (60 days)

- Court weekly
- Engaged with treatment
- Comply with supervision
- Develop case plan
- Monday-Friday sign ins
- Home visits as determined by team
- Weekly Case Management meetings
- Random Drug testing
- Address housing
- Complete GAIN assessment (within first 30 days)
- Start changing people, places, and things

**Minimum of 14 days clean, 60 days in program since intake, engaged in treatment and compliant with supervision to apply for Phase 2**

### Phase 2– Clinical Stabilization (90 days)

- Minimum of bi-weekly court appearances
- Engaged with treatment
- Comply with supervision
- Review case plan
- Weekly case management meetings
- Monday-Friday sign ins
- Home visits as determined by team
- Random drug testing
- Begin developing a plan for pro-social activities
- Continue Addressing/Maintain housing
- Address financial issues
- Address medical issues
- Demonstrate changing people, places, and things.

**Minimum of 30 days clean, 90 days in Phase 2, engaged in treatment, and compliant with supervision to apply for Phase 3**

## Treatment Phases

### Phase 3– Pro-Social Habilitation (90 days)

- Court appearances minimum of every 3 weeks
- Engaged with treatment
- Comply with supervision
- Minimum of bi-weekly case management meetings
- Home visits as determined by team
- 3 sign ins per week
- Random Drug testing
- Address life skills
- Began Moral Reconciliation Therapy (MRT)
- Participate in 3 pro-social activities weekly
- Address medical issues
- Maintain housing
- Address financial issues
- Demonstrate changing people, places, and things

**Minimum of 45 days clean, 90 days in phase 3, engaged in treatment, compliant with supervision, pro-social activities established, established recovery network, and starting MRT to apply for Phase 4**

### Phase 4– Adaptive Habilitation (90 days)

- Court appearance minimum of once per month
- Engaged with treatment
- Comply with supervision
- Review case plan
- Minimum bi-weekly case management meetings
- Home visits as determined by team
- 3 sign ins per week
- Maintain 3 pro-social activities per week.
- Random Drug testing
- Maintain housing
- Address financial issues
- Maintain recovery network
- Begin job, vocational training, job search, or schooling
- Address ancillary services (eg parenting, family support, DBT, trauma, anger management groups, etc.)
- Demonstrate changing people, places, and things.

**Minimum of 60 days clean, 90 days in phase 4, engaged in treatment, compliant with supervision, engaged in pro-social activities and recovery network, addressing employment/education, job training etc., continuing MRT, and addressing ancillary services to apply for Phase 5**